
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
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TO: All Elected Assessing Officials and their Employees
and Vendors

FROM: Diana Boylls, Training Director

DATE: January 12, 2009

SUBJECT: Indiana Chapter of IAAO Courses for February and March

The Department of Local Government Finance (DLGF) in conjunction with the Indiana Chapter of the International Association of Assessing Officers (ICIAAO) will sponsor IAAO courses as a continuing education offer to all assessing officials.

The DLGF will pay the registration fees for **two employees** from each Township or County to attend these sessions. Eligible registrants are County Assessors and/or Deputies, Elected Township Assessors who survived the referendum and/or their Deputies, County Auditors and appointed members of the PTABOA. All others (vendors or non-elected individuals) must submit a check for \$375.00 **once they have a confirmed seat in the class.**

In order for the DLGF to pay the registration, registrants must sign both an AM and PM sign in sheet and take the exam at the end of the course. Successful completion of the exam is not a requirement. **Those who do not attend the entire course or do not take the exam will be responsible for payment of the registration fee to ICIAAO. Anyone who registers for the course and cancels within ten days of the class* or who does not attend any part of the course, without specific approval from ICIAAO, also will be responsible for payment of the registration fee. This provision has not previously been enforced, but starting with the first quarter classes, it will be. *Emergency situations will be taken into consideration, and if there is a wait list and the spot can be filled, no fee will be charged to the person cancelling.**

Registration will be on a first come first serve basis and will be held to a maximum of 50 people and a minimum of 25 people. **No on-site registration will be accepted. This also has not been enforced previously, but it will be with the start of the regular first quarter classes.**

A minimum of 25 people must be registered for a class to be held. If we do not have 25 people registered ten days before the start date of the class, the class will be cancelled and you will be notified by e-mail.

COURSE OFFERINGS:

The following courses will be offered during the first quarter of 2009:

Course 101: Fundamentals of Real Property Appraisal – February 16 through February 20, Ivy Tech, Madison (Rick Stuart, scheduled instructor*)

Course 102: Income Approach to Value –February 23 through February 27, Ivy Tech, Columbus (Larry Ellis, scheduled instructor*)

Course 102: Income Approach to Value – March 16 through March 20, Ivy Tech, Kokomo (Marion Johnson, scheduled instructor*)

Course 300: Fundamental of Mass Appraisal – March 30 through April 3, Ivy Tech, Fort Ben campus, Indianapolis (Rick Stuart, scheduled instructor*)

***The instructors shown have been scheduled for the classes. However, due to weather conditions, personal matters, job commitments and other things that may come up at the time, these instructors are not guaranteed.**

Course 101 is a basic appraisal course for assessors. It emphasizes the theory and techniques of the cost and sales comparison approaches to value. Students review terminology, basic appraisal and economic principles, general principles of land valuation, the assessment function, and the mass appraisal process.

Course 102 covers the theory and techniques of estimating value by the income, or capitalized earnings, approach. The material includes selection of capitalization rates, analysis of income and expenses to estimate operating income, and capitalization methods and techniques. The course also covers rental units of comparison, as well as real estate finance and investment. Recommended: Course 101, PAV/PAAA

Course 300 provides an introduction to mass appraisal. Topics covered include single-property appraisal versus mass appraisal, components of a mass appraisal system, data requirements and analysis, introduction to statistics, use of ratio studies and the selection of a mass appraisal system.

TIMES

Classes will begin promptly at 8:00 AM and end at 5:00 PM (local time at the class site). On Friday, the examination will begin at 8:00 AM and conclude at 12:00 PM.

OVERNIGHT LODGING

The DLGF will not be responsible for overnight lodging reservations. The registrant shall take total responsibility for his/her own arrangements

PER DIEM

In accordance with the rules promulgated by the DLGF governing the payment of travel expenses associated with approved training sessions, any assessing official (township assessor or township trustee/assessor and their deputies), county assessor (and deputies), county auditor or PTABOA member who attends this session is entitled to receive a mileage allowance and the per diem as set by the county in which the official resides, under the travel rules of the county*. A person is entitled to a round trip mileage allowance only for travel between the person's place of work and the training site nearest to the person's place of work. Claims are to be paid, without regard to appropriation, from either the county general or cumulative reassessment fund.

*If a county does not have an approved travel policy, the participant's reimbursement will be governed by the travel rules of the State of Indiana in effect at that time.

REGISTRATION

On-site registrations will not be accepted! Please complete a copy of the attached registration form for all individuals who plan to attend each class. All registration forms **MUST BE POSTMARKED or FAXED** no later than two weeks prior to the class. **Please check the individual registration forms for deadlines for each class.** The class will be filled on a first come, first serve basis with the fax time stamp or postmark used to determine the class roster. Once a class is filled (50 people maximum), registrants will be placed on a wait list. The position on the wait list will be determined by the time stamp on the fax or the postmark on the envelope.

REGISTRATION FEE

Registration for the class is **THREE HUNDRED AND SEVENTY-FIVE DOLLARS (\$375.00)**. Registrants who qualify for DLGF payment DO NOT include payment for registration. All others (vendors) must include payment at the time they are confirmed in the class. Checks should be made out to: Indiana Chapter of IAAO or ICIAAO.

SPREAD THE WORD

In an effort to provide all members of the assessing community with the opportunity to receive this information, please share the contents of this notification with your **entire** staff as well as your county PTABOA (Property Tax Assessment Board of Appeals) members and the elected Township Assessors who survived the referendum.

FIRST QUARTER REGISTRATION FORM

Please register me for the following classes:

| Course Name and Number | Location | Date | Register |
|--|--------------------|----------------|-----------------|
| Fundamentals of Real Property Appraisal #101 | Ivy Tech, Madison | February 16-20 | |
| Income Approach to Value #102 | Ivy Tech, Columbus | February 23-27 | |

Registration deadline for the February classes is February 6, 2009.

| Course Name and Number | Location | Date | Register |
|-------------------------------------|------------------------|------------------|-----------------|
| Income Approach to Value #102 | Ivy Tech, Kokomo | March 16-20 | |
| Fundamentals of Mass Appraisal #300 | Ivy Tech Indianapolis* | March 30-April 3 | |

*The Indianapolis class will be held at the Ft. Benjamin Harrison location.

Registration deadline for the March classes is March 6, 2009.

Name: _____
(Please print)

Address: _____

City, State, Zip: _____

Phone: (H): _____ **(B):** _____ **(C):** _____

E-Mail Address: _____

Title : _____

Vendor: Yes _____ **Name of Company:** _____

Fax or mail this form to:
Diana Boylls, Training Director
Department of Local Government Finance
100 North Senate Avenue, Room N-1058
Indianapolis, IN 46204
Fax: 317/232-8779

Directions to the Class Sites

MADISON, 590 IVY TECH DRIVE:

If coming off I-65, take the IN-250 exit, EXIT 41, toward Uniontown/Crothersville. Turn east onto IN-250 and travel for approximately 20 miles. Stay on IN-250 the entire distance. Make a slight right hand turn onto IN-7 and travel about 5 miles. Turn left onto IN-62, Clifty Drive and continue east for approximately 2.4 miles. Turn right onto IVY TECH DRIVE.

COLUMBUS, 4475 CENTAL AVENUE:

From US 31, turn onto CENTRAL AVENUE and go approximately 1.3 miles. You will cross Rocky Ford Road and Poshard Drive. The campus is just past Poshard Drive.

KOKOMO, 1815 EAST MORGAN STREET:

From US 31, turn east on East MORGAN STREET and go approximately 0.3 miles.

FORT BENJAMIN HARRISON//LAWRENCE CAMPUS:

From I-465, take the 56th Street Exit (either direction). Take 56th Street east to Post Road. Turn left (north) onto Post Road. Turn right on East 59th Street. The Richard M. Fairbanks Center for Health Professions will be on the right side of East 59th Street. This is where the classes will be held.

Parking is available for visitors in the north lot, off of East 59th Street. Please do not park in the student parking area.

Smoking is not permitted inside the building or on the grounds of any IVY TECH campus.